

**Charlotte County  
Board of County Commissioners  
Community Action Agency Advisory Board  
July 19, 2012 Meeting Minutes**

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**Members Present:**

Phillip Wickstrom, Frank Desguin, Stephen R. Deutsch, Dee Rutko, Kim Gaut, Kathleen Nelson, Diane Corriveau.

**Members Excused:**

Paul Froeschle and Alleen Miller

**Members Absent:**

Peter Burnett, Michael Haymans, Eunice Wiley

**Staff Present:**

Emily Lewis and Jessica Ralston

**1. Welcome and Roll Call**

Frank Desguin chaired the meeting and called to order at 4:08 pm.

**2. Approval of April 2012 Meeting Minutes(Attachment A) – *Vote Required***

Frank Desguin asked the board if they have had a chance to review the minutes from the previous meeting, April 19, 2012. All present stated yes. Commissioner Stephen R. Deutsch motions to approve the April 19, 2012 minutes. Kim Gaut seconds motion to approve minutes. Minutes approved by board.

**3. Department Update**

Emily Lewis discussed upcoming CSBG Contract and a Low-Income Home Energy Assistance Program(LIHEAP) modification reflecting a base increase to the Contract. Emily stated that we are receiving a 14% increase based on the numbers from the past.

Mrs. Lewis informed the board of the new client database that has been rolled out since April 2012.

Emily informed the board about the upcoming Home Dedication for one of our Family Self-Sufficiency Program(FSSP) clients. Mrs. Lewis stated that our department worked with the Charlotte County Housing Department and was able to place this family into one of the SHIP homes from the County and is moving them toward self-sufficiency. Diane Corriveau asked how many of the SHIP homes are available and who would a resident contact for acquiring information regarding the Self-Sufficiency Program. Mrs. Lewis responded that they would need to contact our office and ask to speak with Ebony Louis who is the Program Specialist that is in charge of the FSSP program.

**4. Household and Work Plan Goals Reports 3<sup>rd</sup> Quarter(Attachment B)**

Emily Lewis discussed the Outcome Measures set for the Household and Work Plan Goals Report for the 3<sup>rd</sup> Quarter. Mrs. Lewis stated that our department is very close to obtaining all the goals set for the quarter and/or have met and/or exceeded the expected goals. Diane Corriveau asks how does know that the clients that are coming into our office are

not out there utilizing the other Food Pantry Organizations and getting food from multiple entities. Emily responds by stating there is not a way for us to know as of right now, but that there are organizations within the community that are working together to try and streamline that issue so that the clients are not going from one to another. Mrs. Lewis also noted that if someone comes into our office for Food, we do not issue food to personnel that receive food stamps.

#### **5. LIHEAP Modification(Attachment C)– *Vote Required***

Mrs. Lewis identified LIHEAP Modification exhibits in the Budget Summary and WorkPlan. Emily stated that we received a Modification to which we received a \$58,869 modification to the contract. Emily noted that the monies need to be spent by March 31, 2013. Mrs. Lewis stated that some of the monies are put into different areas notated on the Budget Summary Section of the WorkPlan. Mrs. Lewis proposes to the board the Department's recommendation on how the monies should be allocated. Commissioner Stephen R. Deutsch questions what options are available for allocation of funds throughout different categories. Emily responds as to the three different options for monies to which they may be allocated which include LIHEAP, Crisis or Weather Related Funds. Mrs. Lewis states that our Department recommends that \$44,608.00 be allocated to LIHEP(Home Energy) and \$1,177.00 that is required for Weather Related Funds be allocated to the Weather Related Funds. Philip Wickstrom moves to approve Department recommendation for allocation of funds. Diane Corriveau seconds Motion. Department Recommendation Approved.

#### **6. 2012-2013 CSBG Contract and Work Plan(Attachment D) – *Vote Required***

Emily informs the board that this Contract and Work Plan is our Department's projection for next year under CSBG. Mrs. Lewis also notes that our CSBG funding for next year will be \$50,908.00. Emily stated that this year our CSBG funding is \$98,556.00. Mrs. Lewis states to the board that she has created this work plan based on the flat rate amount of \$50,908.00 and thinks there is a potential for more funding as those sources become available, however the Work Plan has been created based on the figure that is current. Commissioner Stephen R. Deutsch asks Mrs. Lewis if her Work Plan is based on the entire year. Emily responds that yes, she plans for the entire year together with a total of 3 Work Plans as to potential upcoming changing events such as an increase in funding to which she would have an idea where to allocate funds. Mrs. Lewis explains the outcomes that have changed this year from last year and went into a detailed explanation for outcomes category. Diane Corriveau motions to approve Work Plan for 2012-2013. Dee Rutko seconds the motion to approve Work Plan. CSBG 2012-2013 Work Plan approved.

#### **7. DEO Monitoring Report(Attachment E)**

Emily Lewis discussed the DEO Monitoring Report that is in response to our Department's response for the Monitoring that took place in February 2012. DEO responds to the Report by accepting our response and agrees that the resolutions identified by our Department are accurate and acceptable.

#### **8. By-Laws Committee Report & Update(Attachment F) – *Vote Required***

Mrs. Lewis identified the issues that needed to be addressed in the By-Laws based on the DEO Monitoring Report(noted above) responses. Emily stated that the major concerns from the DEO were that there needed to be a place in the By-Laws for our Low-Income

residents or any Non-Profit Organizations who felt that they were not adequately represented on this board, to be able to petition this board, for membership.

Mrs. Lewis noted that there also needed to be a section of the By-Laws that identify this board as non-discriminatory which would include a Non-Discriminatory Clause located with-in the By-Laws.

Commissioner Stephen R. Deutsch motions to approve the Amended By-Laws. Phillip Wickstrom seconds motion. Amended Bylaws approved.

#### **9. Program Coordinating Committee Report**

Dee Rutko explains the committee meeting information that took place on July 18, 2012. Ms. Rutko stated that the Program Coordinating Committee reviewed the Family Self-Sufficiency Program (FSSP) policy changes. Dee explained the addition of declining support over the course of the five year program. Mrs. Lewis explained that if we are going to be a true Self-Sufficiency Program, then we need to decrease the amount of support given to the client needs to begin to subside to a lower rate every year to ensure they are capable of being self-sufficient by the end of year five. Dee noted that there will be an extensive Family Outcome Matrix to clarify what type of service is needed for that family. The Family Outcome Matrix also identifies the level of crisis the family is in because if they are in too much crisis, the FSSP program will not be able to help them, and if they are too far above the crisis guidelines, they already are self-sufficient. Ms. Rutko commended the work that Ebony Louis has done with the Family Self-Sufficiency Program and how the staff has made a difference in the lives of the clients accepted in the program.

#### **10. Public Comments – Limited to 3 Minutes Each**

None.

#### **11. Member's Comments**

None.

#### **12. Adjournment**

Frank Desguin adjourned meeting at 4:59pm.

Respectfully Submitted,



Recording Secretary